

File 5 Writing Formal Letters and a CV

b

- |                  |                          |
|------------------|--------------------------|
| 2 Career history | 5 Computer skills        |
| 3 Education      | 6 Additional information |
| 4 Languages      |                          |

c

- 1 I am writing
- 2 I have been working
- 3 I speak German fluently
- 4 I enclose
- 5 I look forward to hearing from you
- 6 Yours faithfully

d

You don't know the person's name: finish *Yours faithfully*  
You know the person's surname: finish *Yours sincerely*